



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE Meeting Minutes

## Parcel Map Review Committee Members

Wednesday, May 13, 2020  
2:00 p.m.

Larry Chesney, Planning Commission  
James English, Health District  
Tim Simpson, Environmental Engineer  
Wayne Handrock, Engineering  
Dale Way, Truckee Meadows Fire Protection District  
Eric Young, Planning and Building

Washoe County Administration Complex  
County Commission Chambers  
1001 East Ninth Street  
Reno, NV

**Due to COVID-19:** No members of the public were allowed in the BCC Chambers due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate. This meeting will be held by teleconference only.

The meeting was televised live and replayed on Washoe Channel at: <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php> also on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>

Public comment was allowed as follows: As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public were able to submit public comment by logging into the ZOOM webinar by accessing the following link: <https://us02web.zoom.us/j/86973781830>. NOTE: This option would require a computer with audio and video capabilities. Additionally, public comment could be submitted via email to [washoe311@washoecounty.us](mailto:washoe311@washoecounty.us) or by leaving a voice message at: (775) 954-4664. Voice messages received were either broadcast into the Commission Chamber during the meeting or transcribed for entry into the record. The County made reasonable efforts to include all comments received for public comment by email and voicemail into the record.

The Washoe County Parcel Map Review Committee met in a rescheduled session on Wednesday, May 13, 2020, at 2:00 p.m., in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada.

### 1. \*Determination of Quorum

Eric Young called the meeting to order at 2:05 p.m. The following members and staff were present:

Departments represented: Community Services Department (CSD)  
Wayne Handrock, Engineering  
Tim Simpson, Environmental Engineer  
Eric Young, Planning and Building  
Planning Commission  
Larry Chesney  
Health District  
James English

Departments absent: Truckee Meadows Fire Protection District  
Dale Way

Staff present: Roger Pelham, Senior Planner, Planning and Building  
Dan Cahalane, Planner, Planning and Building  
Donna Fagan, Recording Secretary  
Katy Stark, Recording Secretary  
Nathan Edwards, Deputy District Attorney, District Attorney's  
Office (via Zoom)

## 2. \*Ethics Law Announcement

Deputy District Attorney Nathan Edwards recited the Ethics Law standards.

## 3. \*Appeal Procedure

Mr. Young recited the appeal procedure for items heard before the Parcel Map Review Committee.

## 4. \*General Public Comment

With no response to the call for public comment, the public comment period was closed.

## 5. Possible action to approve Agenda

In accordance with the Open Meeting Law, Larry Chesney moved to approve the agenda of May 13, 2020, as written. The motion, seconded by Wayne Handrock, passed unanimously.

## 6. Possible action to approve April 9, 2020 Draft Minutes

Larry Chesney moved to approve the April 9, 2020 draft minutes, as written. The motion was seconded by Wayne Handrock and passed unanimously.

## 7. Project Review Items

### A. Tentative Parcel Map Case Number WTPM20-0003 (Braninberg/Sappenfield Parcel Map) –

For possible action, hearing, and discussion to approve a tentative parcel map to merge and re-subdivide two parcels of land ( ±62,319 and ±26,838 square feet ) to create four parcels of land (±21,781, ±21,782, ±21,783 and ±23,811 square feet). This is a subsequent parcel map filed within 5 years of the creation of the previous parcel and thus results in imposition of subdivision standards.

- Applicant: Joe Braninberg
- Property Owner: Joe Braninberg / Pete and Shannon L. Sappenfield
- Location: 15370 Sylvester Road, approximately 700 feet north of its intersection with Hot Springs Road
- APN: 017-110-84 and 017-110-89
- Parcel Size: ±62,319 and ±26,838 square feet
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southeast Truckee Meadows
- Citizen Advisory Board: South Truckee Meadows / Washoe Valley
- Development Code: Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Staff: Roger Pelham, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3622
- Email: [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)

Eric Young opened the public hearing. Roger Pelham reviewed his staff report dated April 28, 2020. Mr. Pelham noted an additional condition 1(c)(c), "All driveways shall be paved from the street to the front of the garage in accordance with Article 410." He also noted the addition of conditions received from TMFPD.

The Recording Secretary read an email received from Linda Hibdon.

With no further public comment, the public comment period was closed.

Mr. Young asked if, having to go to the tentative subdivision due to the subsequent parceling, would address any of Ms. Hibdon's concerns. Mr. Pelham said because this is a subsequent parceling within 5 years the tentative subdivision standards are applied. New condition 1(c)(c) would address the paving on newly created lots but they cannot apply those conditions to previously created lots.

Joe Braninberg, the applicant via Zoom, stated he has not done one trailer or manufactured home in this area. Every home has been a stick framed house. He has been building there since 1979.

Larry Chesney moved that, after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Number WTPM20-0003 for Joe Braninberg and Pete and Shannon L. Sappenfield, subject to the conditions of approval included as Exhibit A with the staff report and as added during the public hearing, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30.

Before the motion was seconded, Tim Simpson asked if the road that is going to be built going to be dedicated to Washoe County or will it be a private road. Mr. Pelham said as long as the road is built to Washoe County standards it can be accepted for dedication. Mr. Simpson asked, if the road was dedicated to the county as right-of-way would that create a parcel that is not large enough to meet the zoning requirements. Mr. Pelham said no, the right-of-way is an easement and if it were dedicated to the county it would be connected to the existing dedicated right-of-way and it would be very large encumbered by all the roadway improvements. Mr. Simpson asked if parcel 1A would shrink to a size that is less than one acre if the road is dedicated to the county. Mr. Pelham said yes, but that is not proposed and we are speculating about something that is in the future opposed to the plans that are in front of us now. Mr. Simpson asked, as part of the conditions of approval, Sylvester Road is to be brought to county standards, correct. Mr. Pelham said yes but not necessarily dedicated as public right-of-way. We can have county roads on easements. Mr. Simpson said, we will be limiting ourselves because we wouldn't be able to accept that dedication because we would be creating a non-conforming lot, by doing so. Mr. Pelham said that was a legal question. DDA Nathan Edwards asked, if there was a condition the road be offered for dedication. Mr. Pelham said no. DDA Edwards said just the easement could be conveyed to the county so it would remain part of the parcel. Or, if the road were conveyed as a fee interest to the county, with a new APN and the remaining parcel were smaller than the minimum lot size, DDA Edwards said he would view that as a legal non-conforming lot. He wouldn't see that as anything that would be prohibited. It would be a lot that legal when it was created. Mr. Simpson said with DDA Edwards comments, he would support the motion.

Wayne Handrock seconded the motion which carried unanimously.

The motion carried and considered the following criteria:

- 1) General improvement considerations for all parcel maps including, but not limited to:
  - a) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
  - b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
  - c) The availability and accessibility of utilities;
  - d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;

- e) Conformity with the zoning ordinances and master plan;
  - f) General conformity with the governing body's master plan of streets and highways;
  - g) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
  - h) Physical characteristics of the land such as floodplain, slope and soil;
  - i) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
  - j) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
  - k) Community antenna television (CATV) conduit and pull wire; and
  - l) Recreation and trail easements.
- 2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Washoe County Code, Section 110.606.30(d) and which are in addition to the criteria listed above.

**B. Tentative Parcel Map Case Number WTPM20-0002 (Ingenuity Industrial Center) – For possible action, hearing, and discussion to approve a tentative parcel map dividing ±39.53 acres into three parcels of ±20.67 acres, ±11.03 acres, and ±8.33 acres.**

- Applicant: Avenue 55
- Property Owner: Ingenuity Industrial Center
- Location: Approximately 0.5 miles west of the intersection of Pyramid Way and Ingenuity Ave.
- APN: 538-010-11
- Parcel Size: 39.53 acres
- Master Plan: Industrial
- Regulatory Zone: Industrial
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 806, Parcel Maps
- Commission District: 4 – Commissioner Hartung
- Staff: Dan Cahalane, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3628
- Email: dcahalane@washoecounty.us

Eric Young opened the public hearing. Dan Cahalane reviewed his staff report dated March 12, 2020.

With no response to the call for public comment, the public comment period was closed.

Tim Simpson moved that, after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Number WTPM20-0002 for Ingenuity Industrial Park subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30. Larry Chesney seconded the motion which carried unanimously.

The motion carried and considered the following criteria:

- 1) General improvement considerations for all parcel maps including, but not limited to:

- a) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
- b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
- c) The availability and accessibility of utilities;
- d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
- e) Conformity with the zoning ordinances and master plan;
- f) General conformity with the governing body's master plan of streets and highways;
- g) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
- h) Physical characteristics of the land such as floodplain, slope and soil;
- i) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
- j) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
- k) Community antenna television (CATV) conduit and pull wire; and
- l) Recreation and trail easements.

**8. \*Reports and Future Agenda Items**

**A. \*Legal Information and Updates**

None.

**9. \*General Public Comment**

As there was no response to the call for public comment, the comment period was closed.

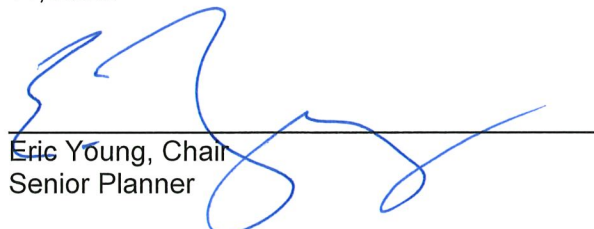
**10. Adjournment**

Eric Young made the motion to adjourn at 2:34 p.m.

Respectfully submitted,

  
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Donna Fagan, Recording Secretary

Approved by Committee in session on June 11, 2020

  
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Eric Young, Chair  
Senior Planner

